

JOB TITLE: Housing Manager III

UNIT: Teamster

POSTING DATE: Wednesday, **June 23, 2021**

APPLICATION PROCEDURE: Please submit a cover letter and resume detailing your qualification. No phone calls or letters. **Deadline: Wednesday, July 7, 2021.** Send your information to: hr@bostonhousing.org. Please be sure to identify the position you are applying for.

ABOUT THE JOB: The Housing Manager III can function in one of three capacities: He/she may have overall responsibility for the supervision and operation of one or more developments totaling no more than 150 units, in which case he/she reports to the Regional Manager. In this capacity the Manager III supervises and develops a staff of employees and is responsible for the achievement of established objectives through the establishment of a well-functioning staff team. The Housing Manager III is responsible for insuring compliance with all BHA and regulatory agency procedures and policies. The Manager III may be the second manager at developments with between 150 and 500 units, in which case he/she reports to the Manager II. In this capacity, the Manager III will take direction from the Manager II and shall perform those aspects of the work of the development he/she is assigned. In this capacity the Manager III shall be responsible for overall management of the development in the event of the Manager I's absence. The Manager III may be the third manager at developments with more than 500 units, in which case he/she will report to the Manager I at that location. In this capacity the Manager III shall be responsible for performing those aspects of the work of the Development that he/ she is assigned.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

Bachelor's degree in public administration, business or social science is required. One year of responsible experience in public, business or community agency administration with some supervisory or administrative experience in housing or a related field, preferably in areas with low-income population. Must have the ability to exercise human relations skills to resolve issues arising within the scope of assigned responsibilities. Demonstrated experience of comparable responsibility and competence may be substituted for educational qualifications.
